



ADDENDUM NUMBER 1

REQUEST FOR QUALIFICATIONS #19-040 (“RFQ”)

**ARCHITECTURAL AND ENGINEERING SERVICES
NEW FIRE STATION**

**RESPONSES DUE:
JULY 25, 2019 NO LATER THAN 2:00 P.M., EST**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

The deadline for questions has passed. In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the RFP:

Questions:

1. Is the architect supposed to include a geotechnical engineer on our team?
Yes, the architect will need to include a civil site design and documentation for system redesign of all infrastructure improvements, parking, utilities, sewer, and stormwater management. This design work will require an investigation of soil conditions thus requiring a survey and geotechnical engineer on the firm’s team.
2. Is a testing firm required to be on our team for special inspections?
Yes
3. Will the facility be designated a Critical Operations Area (DCOA) and required to comply with Article 708 of the National Electrical Code, Critical Operations Power System (COPS)?
Yes, this fire station is a vital facility that must remain operational in the event of an emergency. Fire stations within Sandy Springs are critical facilities used to house city personnel and citizens during large emergency events.
4. Will coordination and review with a Lender’s representative for review and certification of contractor applications for payment?
A review of all contractor’s invoices and request for payment will be coordinated and conducted by the design firm’s Construction Administrator in coordination with the City’s Finance Director who will make all payments.
5. Should printing, mileage, special delivery, courier, black line prints, etc. for typical project related expenses be considered as reimbursable items or would this be a budgeted expense?
All printing, mileage, special delivery, courier, black line prints, etc., should be included in the budget.

6. Construction Administration (C.A.) to include performing weekly safety meetings on site. This is a typical for the Design team's C.A. services and usually is handled by the G.C. with their own team. Should we still include this in C.A. services?
[The selected firm will provide Construction Administration of the entire project to ensure the project is completed within budget. The firm will also provide administration of all objectives outlined on Page 6 under "Construction Administration Shall Include the Following: \(A. Thru N.\).](#)
7. Is it anticipated that the Design team will provide construction cost estimating and the development of detailed Project schedules prior to the bid award to a General Contractor (G.C.) or will these services consist of coordination with the G.C. for same once the bid is awarded to the selected G.C.?
[The selected firm will provide construction cost estimating to include a defined line-item budget and the development of a proposed project schedule prior to the bid award.](#)
8. Should a separate design firm be utilized for Kitchen Consulting or can this designer be an existing member of the Architectural team?
[The kitchen designer can be a member of the architectural team.](#)
9. Could you please confirm if the Civil and/or Geotechnical Consultants will contract directly with Sandy Springs (the Owner) or if it is anticipated that these Consultants will be under the Design team's (Architect's) umbrella/direct supervision?
[The Civil and Geotechnical Consultants will be under the Design team's umbrella/direct supervision.](#)
10. Should a cover letter be included with the proposal?
[The City has requested a Company Overview that should serve as your cover page.](#)
11. Are we permitted to include a proposal cover and section dividers?
[Yes.](#)
12. Should completed Exhibits A-F be placed in the Appendix section?
[Exhibits A-F are part of the sample contract and not required until award of the project.](#)
13. At the Pre-Proposal Meeting, a comment was made that a survey has been completed but that additional surveying is necessary for a connection from an existing property. Please clarify the scope of surveying that is required to include in our scope and fee.
[The architect will need to include a civil site design and documentation for system redesign of all infrastructure improvements, parking, utilities, sewer, and stormwater management. This design work will require an investigation of soil conditions thus requiring a survey and geotechnical engineer on the firm's team.](#)
14. Letter B = Please confirm if, "performing weekly safety meetings," is intended for the Architect or Contractor. It is typically a Contractor's task to perform with their subs and vendors. A/E professional services do not manage site safety nor is it insurable for A/E professional services.
[The selected firm will perform Construction Administration and Oversight and a representative from the firm will be expected to attend the weekly safety meetings or coordinate a weekly written safety meeting report with the Contractor. The report will include any and all discussed safety topics, safety related accidents, and actions taken to prevent future accidents and/or injuries.](#)
15. Letter D = Regarding 3 site visits per week – Typical frequency is for weekly site visits or twice a month. Please confirm if the forecasted project architectural and engineering services budget can afford the frequency of construction phase site visits indicated in the RFP or if the frequency can be modified to require 1 weekly visit or 2 visits per month.
[See Answer to Question 14](#)
16. Letter F = As a normal service, A/Es provide the application of the Notice of Intent (NOI) and Notice of Termination (NOT). Site monitoring is often done by a third party engaged by the Owner or Contractor and not in the A/E services or fee. Please confirm if the requirement for the "administration and coordination" indicated in the RFP is in addition to the A/E's obligation to just managing the NOI and NOT document requirements and reviewing NPDES monitoring reports.

The selected firm will provide Construction Administration, Oversight, Monitoring, and Coordination. And the cost of those services will be included in the firm's proposal.

17. Letter L = The Contractor customarily obtains the Certificate of Occupancy (CO) from the building department after all building system inspections are complete and the Fire Marshall has completed and accepted the facility. Please confirm whether the Contractor is supposed to obtain the CO in lieu of the A/E.

As the Construction Administrator the selected firm will be expected to complete a final inspection with the General Contractor and provide the owner with a Certificate of Occupancy (CO).

18. Letter C = Please confirm if "hazardous & environmental assessments" have been completed by the City. If not, please clarify whether or not the A/E services need to carry these activities within the A/E scope.

The hazardous and environmental assessments is not the responsibility of the Architectural Firm. The Owner will coordinate this assessment with the demolition company.

19. Letter Z = Please confirm if it is expected for the A/E team to carry fee to select and specify all furnishings for bid or to just do a generic floor plan and the owner procures furniture separately or through the Contractor. We recommend separately in order to avoid double mark-ups.

The A/E team will formulate a FFE budget for the Owner and all furniture procurements will be made separately by the Owner.

20. Given the project size which is under \$10M, please consider \$2M per occurrence/claim sufficient. The insurance requirements will remain the same.

I hereby acknowledge receipt of Addendum Number 1 for RFQ #19-040 Architectural and Engineering Services New Fire Station have incorporated the changes into my response for the above mentioned Request for Qualifications.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____